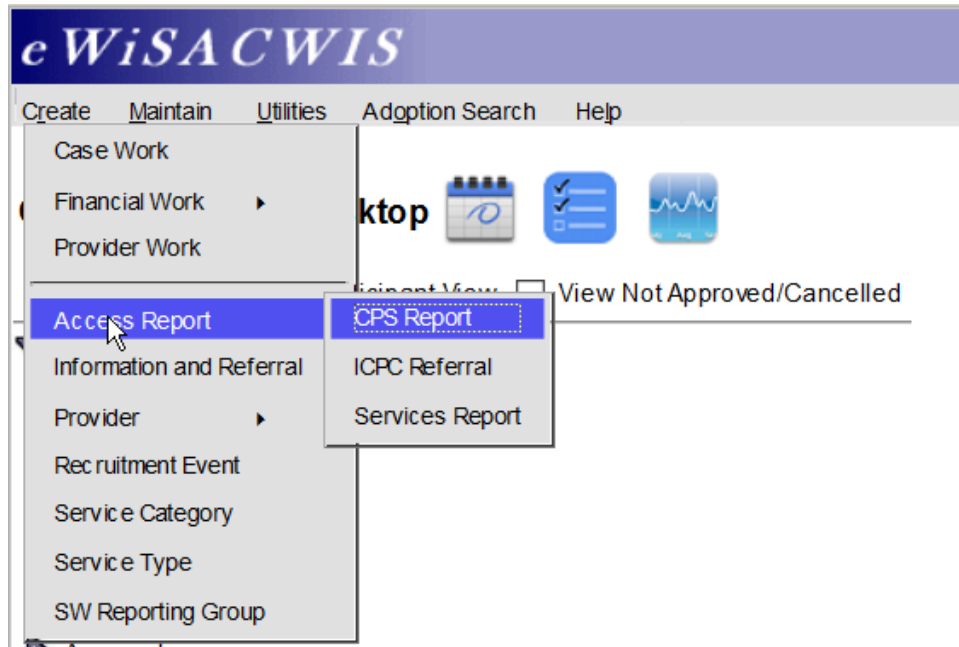


Access Report - Services Report

1. Select Create > Access Report > Services Report. This will open the Access Report page.



1. Enter the date and time the report was received in the Access Information group box at the top of the page. The Date and Time Report was Received will pre-fill into the Services Report template.
2. On the Narrative tab, enter narrative text for each section.

A screenshot of the 'Access Report - Services Report' form displayed in a Windows Internet Explorer browser window. The browser title is 'Access Report - Windows Internet Explorer'. The form header includes the eWiSACWIS logo and navigation links (TM, Print, Spell Check, Help). The 'Access Information' section contains fields for 'Report Name', 'Worker: Fox, Frank', 'Access Report Type: Services Report', 'Date and Time Report was Received: 10/13/2012 11:00 AM', and 'ID: 9238534'. Below this is a tabbed interface with 'Narrative', 'Services', 'Participants', 'Prior Involvement', and 'Decision' tabs. The 'Narrative' tab is active, showing a text area for 'Describe services needed or reason for case opening.' with a placeholder 'enter narrative here...'. Below the text area are links for 'More...', 'Less...', and 'Default'. Further down, there is a section for 'Information that the child(ren) may have American Indian heritage, including names of tribe(s) if known.' with radio buttons for 'Yes', 'No', and 'Unknown'. Below this is another text area for 'Directions to House.' with a placeholder and links for 'More...', 'Less...', and 'Default'. At the bottom of the form are 'Options:' and 'Go' buttons, and 'Save' and 'Close' buttons. The browser status bar at the bottom shows 'Done', 'Local intranet | Protected Mode: Off', and a zoom level of '100%'.

3. The Services tab is used to identify the general type of services being requested for the family.
4. Once a Service Report Type has been selected, the Specific Services Requested group box will display a list of items to select.

Access Report - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Access Information

Report Name: Worker: Fox, Frank Access Report Type: Services Report

Date and Time Report was Received: 10/13/2012 11:00 AM PM R/T: ID: 9238534

Services Narrative Participants Prior Involvement Decision

Service Report Type: Child Welfare

Specific Services Requested

- ☐ Behavior Management Services [Details](#)
- ☐ Courtesy Interview - Out-of-State [Details](#)
- ☐ CPS Alert [Details](#)
- ☐ Drug Affected Infant [Details](#)
- ☐ Educational Services [Details](#)
- ☐ Fetal Alcohol Spectrum Disorder [Details](#)
- ☐ Medical Services [Details](#)

Other Information

☐ Referral Packet Received? Date Packet Received: 00/00/0000

☐ Court Ordered Study Date Report Due in Court: 00/00/0000

Options: Go Save Close

Done Local intranet | Protected Mode: Off 100%

5. The Participants tab is used to record all participants in the case. Click Add/Edit to search the participants in this Services Report.

Access Report - Internet Explorer

eWiSACWIS TM Print Spell Check Help

Access Information

Report Name: Worker: Cake, Caitlin M., III Access Report Type: Services Report

Date and Time Report was Received: 10/31/2012 11:00 AM PM R/T: ID: 9240801

Narrative Services **Participants** Prior Involvement Decision

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
-------	--------	-----	-----	------	--------------	-------

[Consolidated Court Automation Programs \(CCAP\)](#) **Add/Edit** **Address Copy**

Reporter

Name: ☐ Mandated Reporter ☐ Notice to Reporter Generated

Home: Work Relation to Alleged Victim / Identified Child:

E-Mail: Affiliation: Report Method:

Address:

Options: **Go** **Save** **Close**

6. This opens the Access Inquiry Search page. Search the participants. The Last Name is required unless you enter a person ID, SSN, or an address. Click the [Select](#) hyperlink for the participants you would like to add, or click Create if the person you are looking for is not found. Once all participants have been added, click Continue to return to the Access Report. For more information on how to search, please refer to the Search User Guide.

The screenshot displays the eWiSACWIS Access Report interface within an Internet Explorer browser window. The page title is "Access Report - Internet Explorer". The interface includes a navigation pane on the left with options like "File", "Home", "In", "Cut", "Copy", "Paste", "Format Painter", "Clipboard", and "Navigation". The main content area is titled "Access Information" and shows the "Report Name" as "Worker: Cake, Caitlin M., III" and "Access Report Type: Services Report". It also displays the "Date and Time Report was Received" as "10/31/2012 11:00 AM" and the "ID" as "9240801". Below this, there are tabs for "Narrative", "Services", "Participants", "Prior Involvement", and "Decision". The "Participants" tab is selected, showing a table of participants with columns for Names, Gender, DOB, Age, Race, Relationship, and Roles. The table lists five participants: Jones, Dirk (Male, 08/09/1975, 41, White, Present Spouse), Jones, Mary (Female, 02/25/2002, 15, White, Biological Child), Jones, Sally (Female, 04/11/1979, 38, White, Reference Person), Jones, Tommy (Male, 06/02/1986, 31, White, Birth Sibling), and Mc Cain, Ryan (Male, 00/00/0000, Mandated Reporter). Below the table, there are buttons for "Add/Edit" and "Address Copy". The "Reporter" section includes fields for Name, Home, E-Mail, and Address, along with checkboxes for "Mandated Reporter" and "Notice to Reporter Generated", and a dropdown for "Relation to Alleged Victim / Identified Child". The "Options" section at the bottom has a dropdown menu and "Save" and "Close" buttons. The status bar at the bottom indicates "Page: 5 of 15" and "Words: 86".

Names	Gender	DOB	Age	Race	Relationship	Roles
Jones, Dirk	Male	08/09/1975	41	White	Present Spouse	Roles
Jones, Mary	Female	02/25/2002	15	White	Biological Child	Roles
Jones, Sally	Female	04/11/1979	38	White	Reference Person	Roles
Jones, Tommy	Male	06/02/1986	31	White	Birth Sibling	Roles
Mc Cain, Ryan	Male	00/00/0000			Mandated Reporter	Roles

7. Identify the Relationship of each participant in the Services Report. The identification of a Reference Person is required (usually the female head-of-household), and the other relationships are in regards to the reference person.

Access Report - Internet Explorer

eWiSACWIS TM Print Spell Check Help

Access Information

Report Name: Worker: Cake, Caitlin M., III Access Report Type: Services Report

Date and Time Report was Received: 10/31/2012 11:00 AM PM RT: ID: 9240801

Narrative Services Participants Prior Involvement Decision

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
Jones, Dirk	Male	08/09/1975	41	White	Present Spouse	Roles
Jones, Mary	Female	02/25/2002	15	White	Biological Child	Roles
Jones, Sally	Female	04/11/1979	38	White	Reference Person	Roles
Jones, Tommy	Male	06/02/1986	31	White	Birth Sibling	Roles
Mc Cain, Ryan	Male	00/00/0000			Mandated Reporter	Roles

[Consolidated Court Automation Programs \(CCAP\)](#) **Add/Edit Address Copy**

Reporter

Name: ☐ Mandated Reporter ☐ Notice to Reporter Generated

Home: Work Relation to Alleged Victim / Identified Child:

E-Mail: Affiliation: Report Method:

Address:

Options: **Go** **Save** **Close**

8. Click the Roles hyperlink to open the Roles pop-up page.
 - For Services Reports, you must identify an Identified Child and a Report Name
 - You cannot select more than 5 roles for one participant
 - The Report Name is usually the Reference Person, except in Juvenile Justice and Delinquency reports. In Juvenile Justice and Delinquency reports, the identified child (the juvenile) would be the Report Name, but NOT the Reference Person.
 - Every participant must have at least one role selected.

Click Continue to return to the Access Report page.

Roles -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Participant
Name: Jones, Dirk

Roles

Select	Roles Description	Code
<input checked="" type="checkbox"/>	Household Member	HM
<input type="checkbox"/>	Identified Child	IC (Services Report ONLY)
<input type="checkbox"/>	Non-Household Member	NM
<input checked="" type="checkbox"/>	Parent/Parental Role	PR
<input type="checkbox"/>	Report Name	RN
<input type="checkbox"/>	Reporter	RP

Continue Close

9. The Address Copy button allows the address from one participant to be copied over to other participants. Select the person's address you want to copy in the top group box labeled Available Addresses to Copy. For all participants that should have the same address as the person identified above, check the box next to the participant in the Update Primary Address Selection group box. Click Save to apply the change(s) in address.

Address Copy -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Available Addresses to Copy

Names	DOB	Home Primary	Address	Address Type
<input type="radio"/> Badger, Bucky B. (8453119)	02/05/2005	(608)555-1111	321 State Street Madison, WI 537032020	Primary Residence
<input type="radio"/> Badger, Bucky D. (2015747)	06/04/1968	(608)555-1111	321 State Street Madison, WI 537032020	Primary Residence

Update Primary Address Selection

Names	DOB	Home Primary	Current Home Primary Address
<input type="checkbox"/> Badger, Bucky B. (8453119)	02/05/2005	(608)555-1111	321 State Street Madison, WI 537032020
<input type="checkbox"/> Badger, Bucky D. (2015747)	06/04/1968	(608)555-1111	321 State Street Madison, WI 537032020

Save Close

10. If applicable, complete the Reporter group box. The Reporter's Name, Home and Work phone numbers, primary E-mail address, and Address will pre-fill from the Reporter's Person Management page. This information will pre-fill based upon the participant identified with the role RP (Reporter). The value selected in the 'Relation to Alleged Victim / Identified Child' drop-down will either check or uncheck the Mandated Reporter checkbox.

Access Report - Internet Explorer

eWiSACWIS TM Print Spell Check REC Help

Access Information

Report Name: Jones, Sally Worker: Cake, Caitlin M., III Access Report Type: Services Report

Date and Time Report was Received: 10/31/2012 11:00 AM PM RT: ID: 9240801

Narrative Services **Participants** Prior Involvement Decision

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
Jones, Dirk	Male	08/09/1975	41	White	Present Spouse	HM-PR Roles
Jones, Mary	Female	02/25/2002	15	White	Biological Child	HM-IC Roles
Jones, Sally	Female	04/11/1979	38	White	Reference Person	HM-PR-RN Roles
Jones, Tommy	Male	06/02/1986	31	White	Birth Sibling	NM Roles
McCain, Ryan	Male	00/00/0000			Mandated Reporter	RP Roles

[Consolidated Court Automation Programs \(CCAP\)](#) Add/Edit Address Copy

Reporter

Name: McCain, Ryan ☒ Mandated Reporter ☐ Notice to Reporter Generated

Home: Work: Relation to Alleged Victim / Identified Child: School Counselor

E-Mail: ryan.mccain@mail.com Affiliation: Adams Elementary School Report Method: Phone

Address: 100 School Rd Madison, WI 53783

Options: Go Save Close

11. The Prior Involvement tab is a view only tab with columns that can be sorted and hyperlinks to the Access Report and Initial Assessment pages. The columns can be sorted by clicking on the blue title of the column. The tab can also be filtered by the access report participant by selecting a name in the Access Report Participant drop-down. The system will automatically search all participants and return any Access Reports that they have been involved in. The prior involvement row includes the date of the CPS report, a hyperlink to the CPS report that includes the name of the county in which the final screening decision was made, whether there are worker safety concerns, the screening decision, the case name, the assessment finding (click hyperlink to open the assessment), and the name(s) of the alleged maltreater(s).

Note: Any Prior Involvement records for participants with only the role of Reporter will not appear. Access Reports that were made in error will also not appear on the list.

Access Report - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Access Information
 Report Name: Jones, Sally Worker: Fox, Frank Access Report Type: Services Report
 Date and Time Report was Received: 10/13/2012 11:00 AM R/T: ID: 9238534

Narrative Services Participants **Prior Involvement** Decision

Access Report Participant: All

Date	Report Type	Wrkr Safety Concerns	Screening Decision	Case Name	Assessment Finding	Maltreater Name(s)
02/06/2012	CPS Report - Milwaukee	N	Screen In	Sally Jones (9222753)	Substantiated	Jones, Sally
10/01/2012	CPS Report	N	Pending	N/A	N/A	N/A
10/01/2012	CPS Report	N	Pending	N/A	N/A	N/A
02/06/2012	Services Report - Child Welfare - Milwaukee	N	Screen In	Sally Jones (9222753)	N/A	N/A
02/06/2012	CPS Report - Milwaukee	N	Screen In	Sally Jones (9222753)	N/A	N/A
02/06/2012	Services Report - Child Welfare - Milwaukee	N	Screen In	Sally Jones (9222753)	N/A	N/A

Options: Go Save Close

Done Local intranet | Protected Mode: Off 100%

12. On the Decision tab, complete the Status group box prior to making a screening recommendation or decision. The Status group box appears below the Supervisor Decision group box. The After Hours Report checkbox pre-fills into the Services Report template.

Access Report - Internet Explorer

eWiSACWIS TM Print Spell Check Help

Access Information

Report Name: Jones, Sally Worker: Cake, Caitlin M., III Access Report Type: Services Report

Date and Time Report was Received: 10/31/2012 11:00 AM PM RT: ID: 9240801

Narrative Services Participants Prior Involvement **Decision**

Supervisor Decision

Name: Cake, Caitlin M., III ☐ Screen In ☐ Screen Out ☒ Pending

Date/Time Decision Made: 10/31/2012 11:30 AM PM Response Time:

Reason:

Explain:

[More...](#) [Less...](#) [Default](#)

Status

☐ After Hours Report ☐ Law Enforcement Notified ☐ Worker Safety Concerns?

Primary Language: English Interpreter Needed?

☐ Is this Access Report a death, serious injury, or egregious incident ([See Related Numbered Memo](#)) ?

☐ Serious Incident Notification generated?

Options:

13. Open all applicable templates from the Options drop-down.

Access Report - Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Access Information

Report Name: Jones, Sally Worker: Cake, Caitlin M., III Access Report Type: Services Report

Date and Time Report was Received: 10/31/2012 11:00 AM PM R/T: ID: 9240801

Narrative Services Participants Prior Involvement Decision

Supervisor Decision

Name: Cake, Caitlin M., III ☐ Screen In ☐ Screen Out ☒ Pending

Date/Time Decision Made: 10/31/2012 11:30 AM PM Response Time:

Reason:

Explain:

[More...](#) [Less...](#) [Default](#)

Status

☐ After Hours Report ☐ Law Enforcement Notified ☐ Worker Safety Concerns?

Primary Language: English

☐ Interpreter Needed?

☐ Text, or egregious incident ([See Related Numbered Memo](#)) ?

Options: Reporter Narrative Mandated/Relative Reporter Notice Prior County Involvement Services Report Services Report Additional Information

Go Save Close

14. Once all applicable and pertinent information has been documented and all necessary templates have been opened, the last step is to make a screening recommendation or decision. If you have worker screening security, complete the Worker Recommendation group box and click Save to send to your supervisor. If you have supervisor screening security, complete the Supervisor Decision group box and select the Create/Link Case hyperlink to link this Access Report to a new or existing case.

The screenshot shows the 'Access Report - Windows Internet Explorer' window. The browser's address bar displays 'eWiSACWIS'. The page has a purple header with navigation links: TM, Print, Spell Check, and Help. The main content area is titled 'Access Information' and contains the following fields:

- Report Name: Jones, Sally
- Worker: Fox, Frank
- Access Report Type: Services Report
- Date and Time Report was Received: 10/13/2012 11:00 AM (with AM/PM radio buttons)
- R/T: (empty)
- ID: 9238534

Below the 'Access Information' section are five tabs: Narrative, Services, Participants, Prior Involvement, and Decision. The 'Decision' tab is currently selected.

The 'Decision' tab contains two main sections:

- Worker Recommendation:**
 - Name: Fox, Frank
 - Screening options: ☐ Screen In, ☐ Screen Out, ☒ Pending
 - Date/Time Decision Made: (empty)
 - Response Time: (dropdown menu)
 - Reason: (dropdown menu)
 - Explain: (text area)
- Supervisor Decision:**
 - Name: Fox, Frank
 - Screening options: ☒ Screen In, ☐ Screen Out, ☐ Pending
 - Date/Time Decision Made: 10/13/2012 11:23 AM (with AM/PM radio buttons)
 - Response Time: (dropdown menu)
 - Reason: Accepted for Services (dropdown menu)
 - Explain: (text area)
 - [Create/Link Case](#) (hyperlink)

At the bottom of the form, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', 'Local intranet | Protected Mode: Off', and a zoom level of 100%.

15. When the worker selects Save, the Assignment page defaults assigning it to his or her supervisor. Click Assign to send the Access Report to the selected supervisor.

Create Worker Assignment - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Sort By: ☒ Name ☐ Position Title

Workers

[Select](#) Edo, Lemon Ongoing Social Worker-FC
[Select](#) Flowers, Beautiful Kinship Coordinator
[Select](#) Fox, Frank Intake Supervisor

View By

☐ County/State
☐ Employing Entity
☒ My County
☐ Site/Office
☐ Workers for Supervisor

Current Worker
Fox, Frank

Current Worker Status

☒ Close
☐ Do Not Close

Assignment Definition and Details

Category: Access For: Jones, Sally Participant: Start Date: 10/13/2012

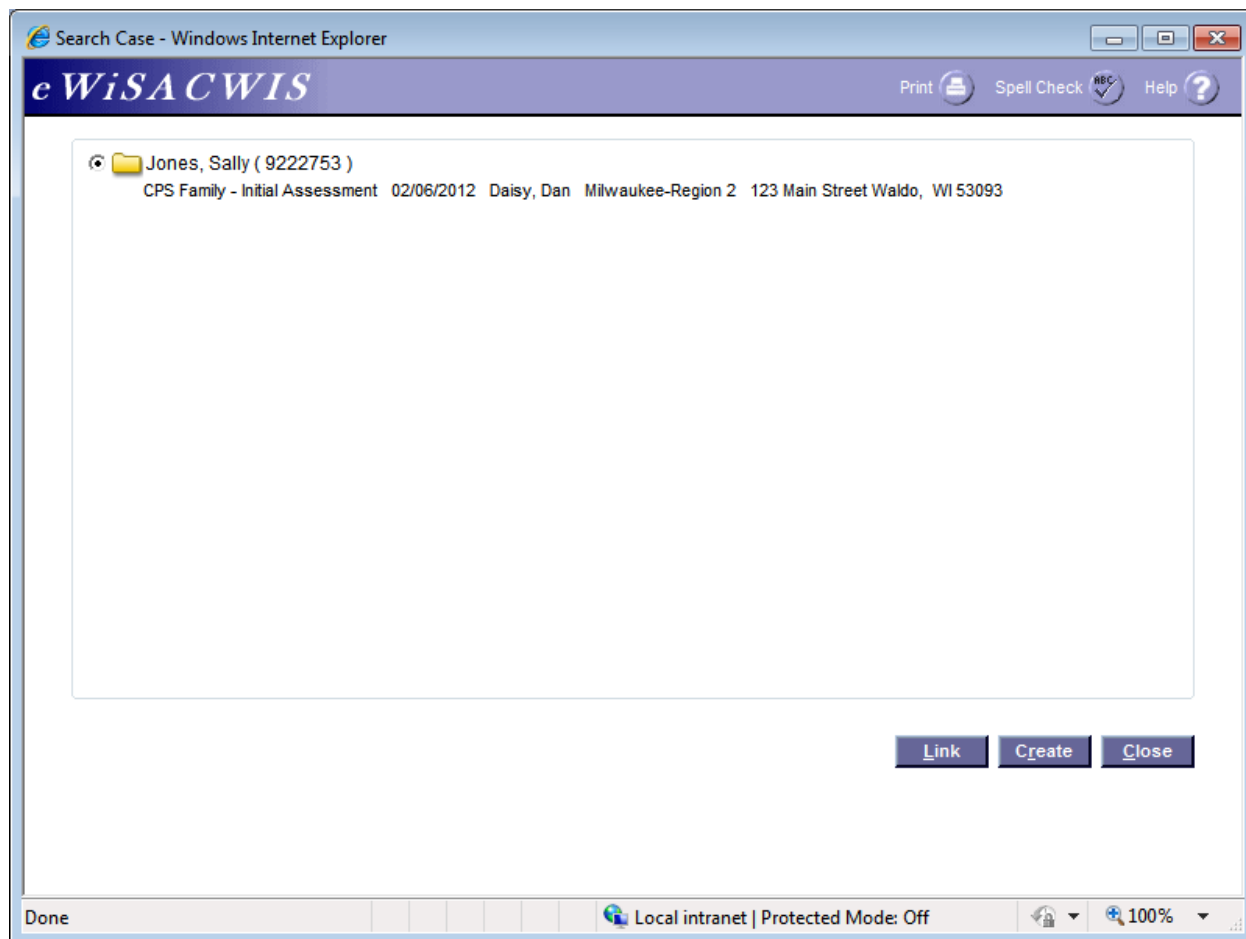
☐ Emergency Protective Services Report

Worker Name	Type	Responsibility	Role	
Cake, Caitlin M.	Access Report	N/A	Supervisor	Delete

Assign Close

Done Local intranet | Protected Mode: Off 100%

16. When the supervisor selects the 'Create/Link Case' hyperlink, the system will search all cases that the participants have been involved in and present those as an option to link the new report to. If there is an existing case that the new report should be linked to, select the case and click the Link button. If no cases are returned or if the returned cases are not correct, the supervisor would select the Create button to create a new case.



17. Once the report is linked or a new case is created, the Maintain Case page is opened, and any updates or required fields should be completed at this time.
18. Once the case information is updated as needed, click Save. A message will appear, asking the supervisor if he or she would like to make an assignment to this case. Select 'Yes' to create an assignment to a worker (or multiple workers). Select 'No' to leave the case only assigned to the supervisor. Please see the Assignment User Guide for more information.

Maintain Case - ID: 9222753 - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Case: 9222753

Name: Jones, Sally Case Type: CPS Family - Initial Assessment Status: Open 02/06/2012

County: Milwaukee Site/Region: BMCW-Admin W-2 Region:

CARES Case #: County Case #: ☐ Restricted Designation: [Select Program](#)

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
Jones, Dirk (9226083)	None	<input checked="" type="checkbox"/>	Y	08/09/1975	M	Present Spouse	N/A	N	DeAct Rem
Jones, Mary (9226085)	CW	<input checked="" type="checkbox"/>	Y	02/25/2002	F	Biological Child	N/A	N	DeAct Rem
Jones, Robert (9226176)	CW, VKC	<input checked="" type="checkbox"/>	U	10/03/2012	M	Biological Child	N/A	N	DeAct Rem
Jones, Sally (9226086)	None	<input checked="" type="checkbox"/>	U	04/11/1979	F	Reference Person	N/A	N	DeAct Rem
Jones, Tammy (9226174)	CW	<input checked="" type="checkbox"/>	Y	10/02/2011	F	Biological Child	N/A	N	DeAct Rem
Jones, Tommy (9226084)	CW	<input checked="" type="checkbox"/>	Y	06/02/2006	M	Biological Child	N/A	N	DeAct Rem

Number of Household Members: 4

Inactive Participants

Options:

eWiSACWIS -- Webpage Dialog

Would you like to create an assignment for this case?

Yes No

Close

Done Local intranet Protected Mode: Off 100%